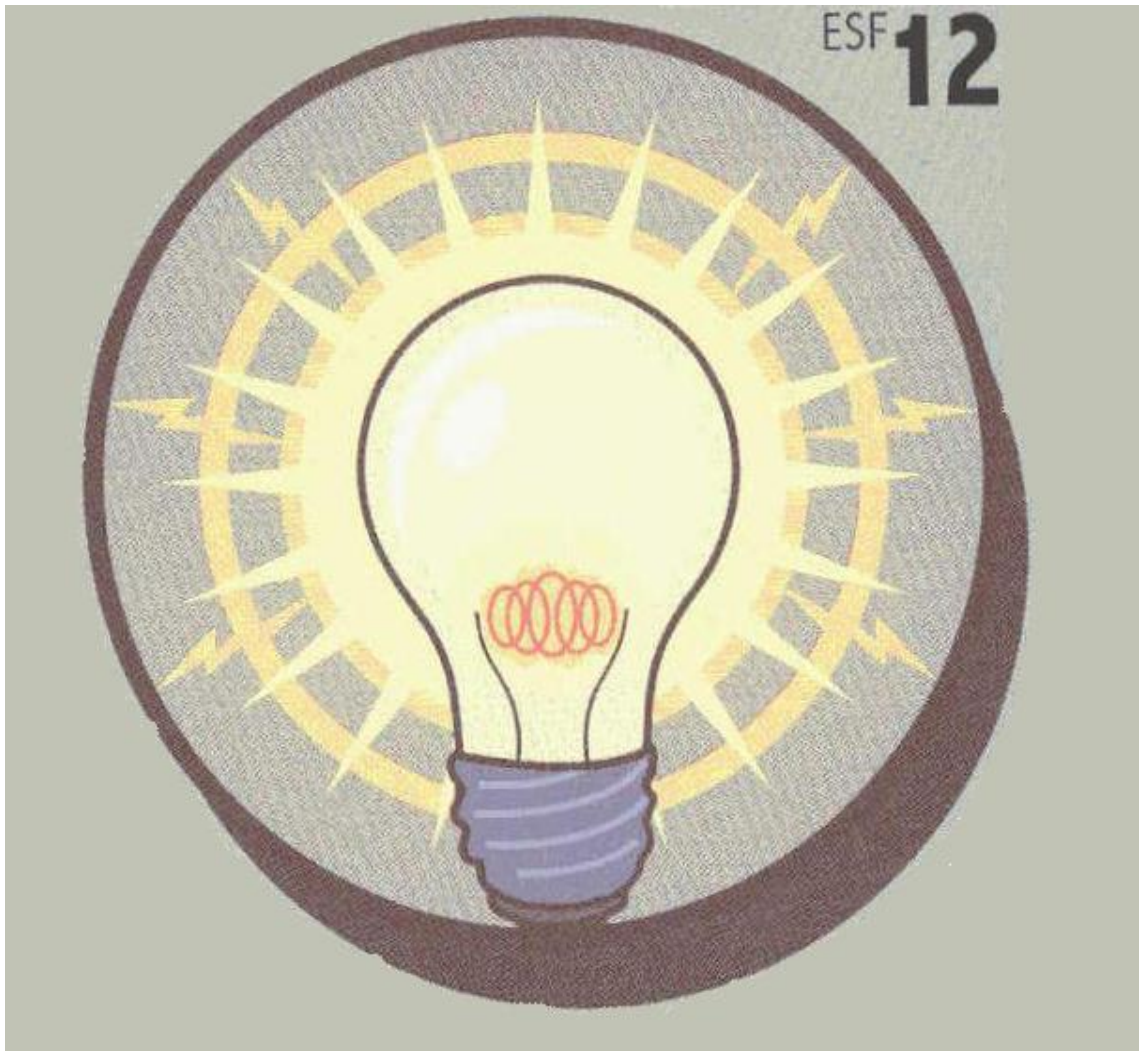


2015 EMERGENCY SUPPORT FUNCTION



ENERGY

Emergency Support Function (ESF) 12
ENERGY

Primary Agency: Santa Rosa County Division of Emergency Management

Support Agencies: Gulf Power Electrical Company
Escambia River Electric Cooperative, Inc.
Retail Fuel Outlets

I. Purpose

The purpose of ESF 12 is to establish response activities of the energy organizations and utilities in responding to and recovering from fuel shortages, power outages and capacity shortages which impact or threaten to impact Santa Rosa County citizens and visitors during and after a disaster situation. Expedient recovery is dependent upon the restoration of power to homes and businesses. Power outages are usually caused by major disasters such as hurricanes, tornadoes or other severe weather. However, other events such as fuel shortages, civil disturbances, disruption of transmission and distribution systems or power generating plant failure may also cause temporary disruption of power.

ESF 12 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF 12 Emergency Coordination Officer (ECO) is appointed by and located in the Santa Rosa County Emergency Management Division and directs all aspects of emergency management. ESF 12 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional energy services assistance.

I. Concept of Operations

A. GENERAL

1. ESF 12 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Santa Rosa County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.
2. In a large event requiring local and state mutual aid assistance, ESF 12 will coordinate with support agency counterparts, local and state agencies, energy offices, energy suppliers, and distributors, to seek and procure, plan, coordinate and direct the use of any required assets. The scope of this ESF includes:
 - Assessing energy system damage, energy supply/demand and requirements to restore such systems
 - Assisting local agencies in obtaining fuel for transportation and emergency operations
 - Administering, as needed, statutory authorities for energy priorities and allocations
 - Coordinating with Energy (ESF-12) support agencies for assistance in helping energy suppliers obtain, information, equipment, specialized labor, fuel and transportation to repair or restore energy systems

- Recommending local actions to save fuel
 - Coordinating information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance
 - Providing technical assistance involving energy systems
 - Processing all fuel and power assistance requests received
 - Coordinating with Energy (ESF-12) at the SEOC
3. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
4. The potential for widespread loss of power is relatively high in Santa Rosa County due to the frequency of severe weather. Loss of power to large areas of the County may require that shelters be opened and some basic services be provided. Both power companies serving Santa Rosa County (Gulf Power and Escambia River Electric Cooperative) have well established and proven storm plans and procedures.
5. Initial damage assessments will identify the areas and types of utility outages. Based on these reports emergency restoration of essential public facilities will be prioritized as follows:
- Emergency direction and control facilities
 - Medical facilities
 - Water and wastewater pumping facilities
 - Fire and Police Stations
 - Shelters
 - County Resource Staging areas, Recovery Centers, Disaster Field Office(s), and Disaster Assistance Centers
 - Other key public and private facilities
 - General public

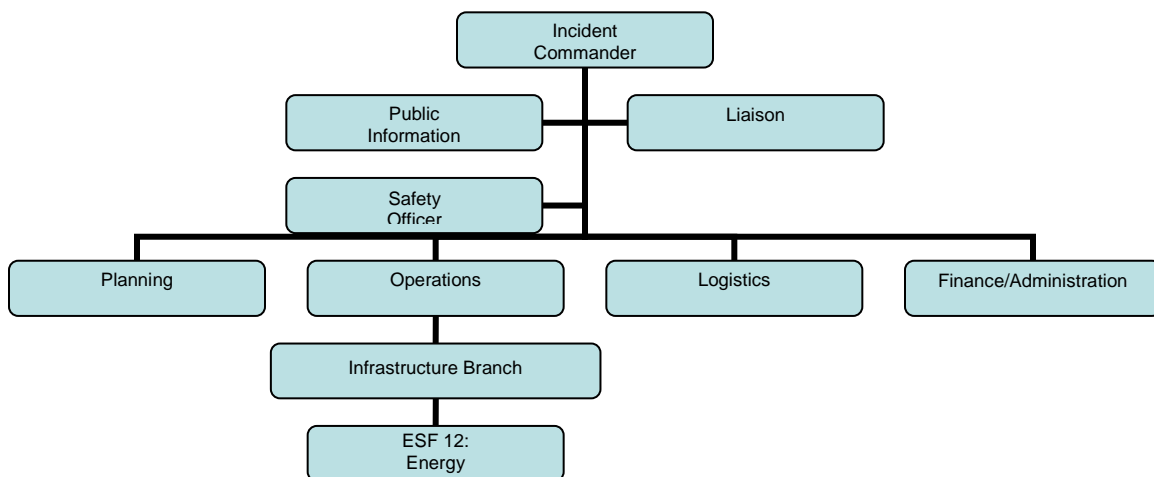


Figure – Incident Command System Structure: ESF 12 – Energy

B. ORGANIZATION

1. COUNTY

- a. The Division of Emergency Management serves as the lead agency for ESF 12 and will work with the support agencies listed above to coordinate the response and process resource requests for power companies during major power outages. Upon notification by the power companies of any major problem or potential problem, the office will coordinate with ESF 6 and ESF 8 to open shelters as necessary.

Gulf Power and Escambia River Electric Cooperative, using established hurricane response plans and standard operating procedures will:

- Provide their own resources through contractual agreements with other power providers to perform damage assessment; and
 - Obtain necessary equipment, repair or rebuild transmission and distribution systems, and restore power.
- b. Gulf Power and Escambia River Electric Cooperative both have public information officers who, in conjunction with the Division of Emergency Management, will issue statements and press releases that address existing or potential power problems or shortages.
 - c. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Santa Rosa County Emergency Management Division staff to provide support that will allow for an appropriate, coordinated and timely response.
 - d. During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Branch Chief.
 - e. Santa Rosa County Division of Emergency Management develops and maintains the overall ESF 12 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

2. AREA

- a. The Infrastructure Branch Director, in consultation with the requesting jurisdiction, may obtain additional energy services resources via established mutual aid agreements.
- b. The Public Service Commission serves as the lead agency for energy services coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out ESF 12 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

- c. If more than one County emergency management operation center is activated State Public Service may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the energy companies will participate in a Multi-Agency coordinating entity to coordinate requests for energy service resources among multiple Emergency Operations Centers.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Public Service Commission is the designated lead agency for Energy and will provide a liaison to facilitate requests for state Energy resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 12 at the State Emergency Operations Center will report to the Infrastructure Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, ESF 12 will evaluate and analyze information regarding fire service requests. Also, ESF 12 will develop and update assessments of the energy situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The Public Service Commission develops and maintains the overall ESF 12 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

- 1. Santa Rosa County Emergency Management Division will notify the County Warning Point when information comes becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
- 2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for ESF 12 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
- 3. Upon instructions to activate ESF 12, will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by ESF 12 are grouped into phases of emergency management: prevention, preparedness, response, recovery and mitigation. Each phase requires

specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF 12 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop energy service response capabilities may include planning, training, orientation sessions, and exercises for ESF 12 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with ESF 12. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. In preparation of an emergency or disaster, ESF 12 will coordinate with Gulf Power and Escambia River Electric Cooperative, Inc. and major fuel providers to determine response and recovery needs and priorities.
- c. The Emergency Management Division will coordinate with the American Red Cross to identify emergency shelter power generation capacity and needs, or other emergency power needs.
- d. Gulf Power and Escambia River Electric Power Cooperative, Inc. will deliver public education campaigns that address safety around electricity, emergency procedures for homes and businesses and hurricane preparedness.
- e. The Emergency Management Division will maintain the special needs registration list which includes those citizens that are dependant on electricity to operate medical equipment.

2. RESPONSE ACTIONS

- a. Coordinate operations at the ESF 12 desk.
- b. Establish and maintain a system to support on-scene direction and control and coordination with County EOC, Regional Domestic Security Task Force and the State EOC, or other coordination entities as appropriate.
- c. Prioritize the restoration of electric power, based on the priority restoration list that is maintained by the Emergency Management Division.
- d. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings
- e. Evaluate the findings of the Rapid Impact Assessment Teams (RIAT) and use assessments in prioritizing restoration of electric power.
- f. Monitor and direct power restoration resources and response activities.
- g. Keep accurate logs and other records of emergency responses.
- h. Draft recommendations for after-action reports and other reports as appropriate.
- i. Provide statistical data to assist in determination of Points of Distribution (POD) locations.

3. RECOVERY ACTIONS

The Infrastructure Branch Director, in consultation with the requesting jurisdiction, may obtain additional energy service resources via established mutual aid agreements.

4. MITIGATION ACTIONS:

- a. Identify mitigation measures and funds to reduce the vulnerability of electric power to the effects of hurricanes and other major hazards.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

1. ESF 12 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Santa Rosa County. The Division of Emergency Management also serves as the focal point for ESF 12 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and ESF 12 expectations, as well as coordinate and cooperate efficiently during an event.
2. The ESF 12 system operates in two arenas; 1) The County Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the ESF 12 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the ESF 12 coordinator in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the ESF 12 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Emergency Management Division with status of the call lists updated at least monthly and all other documents at least annually.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – DIVISION OF EMERGENCY MANAGEMENT

- a. Maintain a close working relationship with the local utility companies to ensure that timely notification of potential problems are received and requests for support and resources are processed as quickly as possible.
- b. Maintain a power restoration priority list based upon the facilities required to provide sheltering, sanitary facilities, food water, ice and other basic needs.

This priority list shall be used and amended as the situation dictates, as a priority list for energy allocation.

- c. Coordinate with utility companies to prepare and release public information regarding the power emergency. This information will be disseminated through the Emergency Alerting System when necessary and through all local media in cooperation with ESF 14.
- d. Coordinate with ESF 6 and ESF 8 to open shelters as necessary.
- e. When requested, coordinate with other ESF 12 support agencies to obtain needed resources and make requests to the State Division of Emergency Management when local resources have been exhausted.
- f. Coordinate and communicate with Energy (ESF 12) at the SEOC and report to the command group information regarding:
 - Electric generating capacity
 - Expected electrical peak load
 - Geographic areas and number of customers that are expected to be most severely impacted, if available
 - Status of major generating unit outages
 - Expected duration of event
 - Explanations of utilities planned actions and recommendations of agency actions in support of the utilities

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Emergency Management Division)

a. Gulf Power Company and Escambia River Electric Cooperative, Inc.

Both companies will be responsible for maintaining an emergency plan to restore power as quickly as possible following the event. They will ensure that the Division of Emergency Management is kept abreast of problems or potential problems and will have a representative in the EOC when activated.

Gulf Power Company will continue to maintain contractual agreements with other power providers and fuel providers to ensure power availability even in the event of a failure of the local power generating plant.

Work with the Division of Emergency Management to provide power as quickly as possible to the facilities identified on the power restoration list.

Both will prepare press releases regarding the incident to keep the public informed. When necessary, coordinate with the Division of Emergency Management for release of information. Continue a public education campaign dealing with disaster situations and hurricane preparedness.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 12 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Department of Public Safety fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

H. REFERENCES AND AUTHORITIES

- State Emergency Support Function 12
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Plan (2004)

Annex ESF 12-A

STATEMENT OF CONCURRENCE

EMERGENCY SUPPORT FUNCTION #12 - ENERGY

The signature appearing below indicates the individual has the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this ESF. Furthermore, concurrence also indicates adequate coordination with the Support Agencies listed during the four phases of emergency management (Preparedness, Response, Recovery, and Mitigation). Should a Support Agency not accept their respective roles in this ESF, please notify the Division of Emergency Management by annotating the list below before completing and returning it to DEM for inclusion in the SRC ESF Plan.

PRIMARY AGENCY: Santa Rosa County Division of Emergency Management

(Signature) (Printed Name) (Date)

SUPPORTING AGENCIES:

Gulf Power Electrical Company

(Signature) (Printed Name) (Date)

Escambia River Electric Cooperative, Inc.

(Signature) (Printed Name) (Date)